This guide will walk you through searching and applying for positions.

Your user name and login ID are the same.

You will be locked out of your account after 3 unsuccessful login attempts. If you have your account unlocked, this will not change your current password. It will automatically unlock after 30 minutes.

You will not be allowed to use the same email address to create another account. If you would like to have two accounts, you must use two different email addresses.

Once you have completed your application, you can’t go back in to make changes. This includes updating your resume. We will have to submit a case for you, to have the Onboarding Support Team make the changes for you.

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How to Search Job Postings

You can search all our open job postings by visiting: www.careersatsafeway.com.

Search for the desired posting using the available filters.

Available Search Filters
You can set up notifications when new jobs, which meet your criteria, become available. To set up a notification, click the **Notify Me** icon next to the Search For Jobs! button on the first page of the career center.

If you are signed in, your email address will automatically populate in the email field. You can add your phone number, too.

You should see the green confirmation notification after you tap/click the Notify Me button.

Click the job title to view the full description.

Click **Choose Locations**.
Complete the fields to narrow search by location.

You are required to check the box for the location(s) and then click Apply to move forward. The **Where** and **Radius** fields are optional.

There is an option to apply to more than one location at a time. If you do not see the option to select multiple locations, you can change your Search Radius. The Default Search Radius is set to 25 miles.

**How to Sign-In**

When you have found a position for which you would like to apply, click Apply. If you have previously applied, you can sign in to your existing account and move on to the pre-screen questions.

If you have not previously applied, then you will be prompted to create a new account.

Enter email address and password to create account OR sign in with an existing social media account.
How to Complete Pre-Screening

1. Contact Information

Complete the Contact Information form and click ➔.

If you have previously applied to a different position, you should see your information already in the form fields, in sections 1-4. You still need to progress through the prescreen section by reviewing your information, completing sections 5, 6, and 7, and then clicking the blue forward arrow.

The Zip Code must be numeric AND must be correct for the state. You will receive an error message if one or both are not correct.

Do not add a “1” in front of your phone number. Use only the 10-digits of your actual phone number.

You can click the SMS Messages checkbox to receive text messages related to the position and the company.
Complete the **How did you hear about us** form and click ➡️.
Attach a document (resume/cover letter) and click ➔.

Professional Candidates ONLY:

Professional candidates can attach a resume and cover letter.
Once you click Select on the Resume box, you can upload your resume from several different locations – desktop, LinkedIn, Google Drive, or Drop Box - or you can simply copy and paste.

You can also add a cover letter by clicking Select on the Cover Letter box. You can upload your cover letter from your desktop, Google Drive, Drop Box, or you can simply copy and paste.

Our system can search attached documents and extract information from those documents. If you upload a picture/image of your resume and/or cover letter, our system can’t extract information from an image. You will need to add all the information into the fields, on the following screens, manually.

Complete the Equal Employment Opportunity Information and click 🔄.
Click the check box at the bottom of the **Data Protection Statement** and click ✉️.

If you don’t check the checkbox, you won’t move forward in the hiring process.

Once you start answering questions in Section 6, the next question will appear. Make sure you answer all the questions until you see the forward arrow. Answers to these questions is required to apply for a position.
Click the ➡️ to continue to the next section.

Select Yes or No to confirm age.

Select the highest level of completed education.

Select if authorized to work in the United States.

Select if previously employed by the company.

Select if graduated from High School or received a GED.

Select Yes or No for your participation in the interview process. If you select No, you will not move forward in the hiring process.
Select ‘yes’ to certify and click ➡️.
If you select “No” to this question, you will not continue to the application and you will not be considered for a position with our company.

Please select the check box at the bottom of the **Electronic Signature Disclaimer Form**.

If you select the forward arrow, and don’t check the “I agree to the above” checkbox, you will receive this error message. You can’t move forward to the application unless you check the box.
Completing

Once the preliminary questions are complete, you are brought to the application form.

This form includes several sections that must be completed before you can move on to the final part of the Candidate Application Process. Some pages are optional depending on answers you provided during the pre-screening questions.

This section includes:
- Personal Information
- Education History
- Employment History
- References
- Notice and Disclosure
- Fair Credit Reporting Act (FCRA)

As you complete each section in the application, you will see the section titles, on the left side of the application, change from yellow to green.
- Yellow means the section is incomplete.
- Green means the section is complete.

Review and/or complete the fields in the Personal Information section of the Application Form. You will need to scroll down the form to see all the Personal Information fields.

Complete each field in the Availability section and click .

If you have applied previously, most of the fields will be filled in. You must complete the Availability Section each time you apply for a position. This information does not auto-populate when you apply to a new position.
Based on the Availability selection you make in the “What is your availability” drop-down menu (Anytime, Weekdays Only or Weekends Only), you will be required to enter a value in the applicable day field. You can enter either alpha or numeric data.
OPTIONAL: Complete the **Education History** fields and click ➡️.
If you selected ‘No’ to the education preliminary question, the Education History page will not display.
If you selected ‘Yes’ to the education preliminary question, the Education History page will display and you must complete all required fields to move to the next section on the application.

Optional Employment History fields and click ➡️.
If you selected ‘No’ to the prior employment question, in the preliminary section, the Employment History page will not display.
If you selected ‘Yes’ to the prior employment question, in the prescreen section, the Employment History page will display and you must complete all required fields to move to the next section on the application.
This step applies to Professional candidates only.

Complete all **References** fields and click ➡️.

Select ‘I agree’ on the **Notice and Disclosure Statement** page and click ➡️.
Notice and Disclosure Statement

NOTICE CONCERNING CONSUMER REPORTS AND INVESTIGATIVE CONSUMER REPORTS

This Notice, which you should read carefully before signing the separate Consent To Consumer Reports and Investigative Consumer Reports document, has been provided to you because Albertsons LLC, Safeway Inc., New Albertsons, Inc. and any of their affiliated companies (“the Company”) may request consumer reports, including, but not limited to, criminal background check reports from a consumer reporting agency ("CRA") in connection with your application for employment or, if you are or become employed by the Company, during the course of your employment with the Company. Such reports may be requested for purposes of evaluating your suitability for employment, promotion, reassignment, retention or other employment-related purposes.

The types of reports that the Company may request from a CRA include, but are not limited to: criminal records checks, court records checks, motor vehicle records, and summaries or verification of educational and employment records and histories.

The Company also may order "investigative consumer reports." Such reports typically include information from personal interviews conducted by the CRA, most commonly from an applicant's prior employers or references. You have the right to request more information about the nature and scope of any investigative consumer report by contacting the Company.

You must agree to the terms of the Notice and Disclosure Statement to be considered for employment. If you do not, the application process will terminate at this point.

- Please Specify - Y

Notice and Disclosure Complete

Scroll to the bottom of the page to enter your Legal name as it displays on the page above. eSign is an electronic signature proving you read and understand the Fair Credit Reporting Act (FCRA) statement.

Do Not type your Preferred Name into this field. It will result in you receiving an error message and you will not be able to continue with the application.

By eSigning, I understand that I am certifying I have read, understand and agree to the information above and I agree that my electronic signature will have the same authority and legal effect as my original signature.

Legal First Name: Courtesy Legal Last Name: Theclerk

Your name as it appears above: 

Date: [Not Provided]

FCRA Complete

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Complete the following fields on the Release and Acknowledgement form.

B. Assistance drop-down.
C. Type your name EXACTLY as it appears above the field
   - Do Not type your Preferred Name into this field. It will result in you receiving an error message and you will not be able to continue with the application.
D. Accept or Decline. If you decline, you will not be considered for the position.

Click ➡️ to review and complete the Application Form. You will scroll through the entire Application form before submitting the final form.
Scroll to the bottom of the **Review and Submit** section and click ➡️ to submit.

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**Application Form**

Thank you for submitting your information. You can download a copy below.

***Please click the forward arrow to submit your application and complete the next step in the process.***

Download the completed form

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**How to Complete**

9. Rehire Check - Prior Employment with Albertsons Companies

Complete the **Rehire Check – Prior Employment with Albertsons** fields and click ➡️.
If you applied to a professional (management/corporate) position, you will not see this location screen. You will see the “Thank You” screen.

If you apply to an evergreen position, you will need to validate your original location selection.

Click **Search** and validate the location displayed below **Hiring Now**. Click ➤ to submit the completed application.
Your application is complete and was submitted to the position successfully when you see the Thank you screen.

Add / Change Resume on Application

Evergreen Applicants

You can’t change your resume on the application, if you applied to a specific location. You will need to contact the recruiter to provide them the updated document.

If you applied to a General Application, you can upload new documents for this application. Once you are signed in to the career center, search for the general application in your Application Status / Submittal Activity section. This is the homepage once you are signed in.

Professional Applicants

You can’t change your resume or cover letter on the application. You will need to contact the recruiter to provide them the updated documents.

General Application – Evergreen Only

If you didn’t complete the entire application, for a specific location, you would only be applied to the general application. You won’t show up as a candidate for a specific position.
You will need to back in to the career site, find the partially completed application, and complete that application. If you can’t find the partially completed application, you can search and apply for the job again.

Refer A Friend
You can participate in the Refer a Friend program, if a position is eligible for the program. You will see the Refer a Friend icon in the upper right corner of the Position Description box on the Search page. It’s the right facing arrow in a box.

If you are signed in, to the career center, your information will automatically populate in the Your Information fields. Enter your Friend’s Information and click Submit.

You will receive a confirmation that your referral was successful. Click anywhere on the Search page to remove the confirmation. Or you can click “Refer another friend” and submit another friend for this position.

If the position is eligible for a referral bonus, you may be entitled to the bonus if your friend is hired and completes all requirements.

Remove from Consideration
If you are no longer interested in being considered for a position, you can click the “Remove me from consideration for this job link”. Clicking this link will not allow you to apply for this position, or any position in this location.
You can click the link on the location application to remove yourself from being considered for this position at this location.

You will receive a warning message asking if you would like to continue. If yes, click the Submit button.

You will receive a confirmation that you have been removed from consideration. Click the Continue button.

On the Application Submittal/Activity screen, you will only see the General Application for this position. You can leave the General Application if you wish to apply to another location or you can remove this application completely by clicking the “Remove me from consideration for this job” link on the General Application.

If you wish to apply to this position or location in the future, call us and we will submit an HR case for this restriction to be removed from your application. It will take approximately 24 hours for your application to be open to that position and location.

Do have questions? Call Direct2HR at 1-888-255-2269.